

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 95-84

November 6, 1995

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Revised Format for Annual Regional Office Travel Orders

Attached is a revised format for annual Regional Office travel orders. The new format provides that Regional Director issued travel orders cover not only all intra-Regional travel, but also travel to geographic areas in adjoining Regions which travel is adjacent to the Regional boundary. This modification of the annual travel order format will obviate the need for travel orders to be issued by the Division of Operations-Management for travel to assist routine casehandling in adjoining Regions where the area is geographically proximate to the boundary (see: coordination of inter-Regional casehandling, Memorandum OM 95-79).

It should be noted, however, that expenses for such travel will be charged to the assisting Region's travel allocation. Thus, the intent of this modification is to cover clustering of inter-Regional cases where the assisting Region is already in a position of having to absorb most of the travel itself. This procedure should not be used for inter-Regional travel where it would be inequitable to charge the Region for the travel; for example an out-of-Region hearing officer or trial assistance. In such situations, travel orders should continue to be requested of the Division of Operations-Management.

You may use photocopies of the attached document or, preferably, create your own computer template.

If you have any questions concerning this matter, please contact me or your Assistant General Counsel.

B. A. B.

Attachment

cc: NLRBU

MEMORANDUM OM 95-84

United States Government
National Labor Relations Board
Travel Order

TRAVEL ORDER NUMBER: _____
REGION _____

DATE: _____

TO:

You are hereby authorized to travel by the most direct or usually traveled route and incur necessary expenses in the performance of your official duties within the boundaries of the above Region and to geographic areas in adjoining Regions as may be necessary from _____ to _____ under specific instructions given from time to time.

While in travel status you are authorized daily fixed allowances for lodgings and M&IE (*Meals and Incidental Expenses*) in accordance with the Federal Travel Regulation in effect as of the date of travel.

You are authorized to travel by privately owned automobile not exceeding _____ per mile, when it has been administratively determined to be more advantageous to the Government, or at reimbursement not to exceed the cost of travel by common carrier.

All obligations, expenditures and reimbursement under these orders will be within the terms of the appropriation, instructions and regulations of the Agency, Federal Travel Regulation, 41 CFR Chapter 301, and decisions of the Comptroller General.

This travel is necessary in the public service and is **chargeable** to appropriations for the National Labor Relations Board.

(Signature)

(Name and Title)